



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

ASSISTANT INFORMATION SYSTEMS ANALYST

SALARY: \$3,247.00 - \$5,280.00

INFORMATION TECHNOLOGY DIVISION

STATEWIDE NETWORK SUPPORT BUREAU

LOS ANGELES

RESPONSIBILITIES:

Under the close supervision of the Data Processing Manager II, Los Angeles Server Administration and Help Desk, the incumbent serves as a computer support technician and performs complex technological duties supporting information technology systems. The incumbent will be responsible for hardware, software, desktop, laptop, mobile, printer and telephony installations and upgrades. The incumbent participates in resolving personal computer related software and hardware problems and is required to research, document and present solutions to personal computer related issues. The incumbent will also be responsible for Tier 1 support for the department's statewide help desk. The work is performed in Los Angeles and involves sitting, standing, bending and walking. The incumbent will be required to move and install equipment that weighs up to 40 pounds.

DESIRABLE QUALIFICATIONS:

Special Personal Characteristics

- Ability to adjust to shifting priorities and meet stated deadlines
- Ability to exercise a high degree of initiative, independence, and flexibility
- Ability to communicate well both orally and in writing

Additional Qualifications

- Understanding of database design and programming

Interpersonal Skills

- Service oriented with good interpersonal skills

WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:

- Requires ability to effectively handle stress and deadlines.
- Appropriate dress for the office environment.
- Read various documents and resources.
- Effective communication with various clients.

09/10/15LH

DO NOT SUBMIT APPLICATIONS TO CalHR

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.



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WHO MAY APPLY:

Applications will be accepted from current State employees at the Assistant Information Systems Analyst level, those with transfer eligibility, or those who have list eligibility. All applications will be reviewed; however, only the most qualified candidates will be interviewed. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or certification list eligibility) on the state application.***

All applicants, regardless of the type of eligibility, must provide proof of meeting the minimum qualifications of the classification. To view the minimum qualifications, please visit [CalHR Job Descriptions](#) and type in either the class code or title of the classification for which you are applying.

Failure to provide proof of meeting the minimum qualifications of the classification through experience and/or education (if required) will eliminate you from being considered for the position.

APPLICATION PROCEDURE:

Please mail a completed standard [State Application STD 678](#) and proof of meeting the minimum qualifications of the classification to Lynda Harris, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, 13th Floor, Sacramento, CA 95814. **Failure to provide proof of meeting the minimum qualifications of the classification through experience and/or education (if required) will eliminate you from being considered for the position.**

DO NOT EMAIL APPLICATION. Emailed applications will not be accepted. **PLEASE INDICATE "Assistant Information Systems Analyst, PSN # 413-304-1479-001" ON THE STATE APPLICATION.** Applications must be postmarked by the final filing date to be considered. For additional information, please call Lynda Harris at (916) 492-3300.

FINAL FILING DATE: 9/24/2015

NOTE: Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CalHR for review and the applicant's name may be removed from the eligibility list.

If you are applying for more than one recruitment, a separate State Application (STD. 678) is required for each recruitment for which you would like to be considered.

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